



**FrogJobs Number:** 00000

**Department:** Housing and Residence Life

**Position:** Housing Orientation Leader (HOL)

**Start Date:** May 2024

**Duties and Essential Job Functions:**

- Provide leadership to new students and families during summer orientations
- Plan, coordinate, and attend programming for new students and families during overnight stay
- Participate in the duty rotation and assigned duty desk shifts throughout the summer, including University breaks and holidays (Memorial Day, Juneteenth, and Fourth of July)
- Complete all administrative duties under the direction of their Hall Director supervisor
- Attend weekly staff meetings and individual meetings (1-on-1s) with their Hall Director supervisor
- Engage informal evaluations conducted by their Hall Director supervisor
- Attend and actively engage in department initiatives as needed
- Participate in all hall orientation preparation (included but not limited to facility walks and check-in/check-out procedures)
- Assist with additional responsibilities as assigned by Hall Director supervisor

**Requirements:**

- Must be an enrolled undergraduate student at TCU for the upcoming academic year
- Must maintain a 2.75 cumulative GPA and be in good academic standing
- Must be in good judicial standing with the University and the department of Housing and Residence Life
- Student account must be in good financial standing
- Must live on campus for the entire term of employment
- Must work a minimum of 15 hours a week (including evenings, weekends and holidays)

**Preferred Skills:**

- Customer Service
- Teamwork
- Critical Thinking
- Diversity and Inclusion
- Administrative
- Communication

**Remuneration:**

- The position is based on 15 hours of work a week
- Full room credit of single room based on availability in assigned residential area
- Full meal plan credit for assigned staff meal plan
- Monetary stipend totaling \$1,100 dollars paid bi-weekly based on the TCU pay schedule (Summer Trainings, Cell Phone Stipend, and Summer Pay)